

Maintenance Department Report for October 2021

I. MANAGER ACTIVITIES

A. Accomplishments

1. W.T. Spaeder awarded bid to replace drinking fountains
2. New floor completed in the old electronics lab
3. New locks purchased for the auto tech lab
4. Ride on floor scrubber out for repairs
5. Had elevator floor switch replaced
6. Received bid to have the elevator shaft repacked
7. Coordinating with Community College, Security and Custodial
8. Had new paper cutter installed in Graphics Lab w a new 220V circuit installed
9. Communicated with the following Contractors/Vendors:

- Grainger	- Janitors Supply Co.
- DiSantis	- Fagan
- Church and Murdock	- Team Turf
- Thyssenkrupp Elevator	- WT Spaeder

B. Meetings Attended

1. Weekly Administrative Team meetings.
2. Custodial Interviews completed with a recommendation for hire
3. Renovation construction meeting attended
4. Overhead door screen, pre bid meeting attended

II. MAINTENANCE

A. Accomplishments

1. HVAC service to all RTU and Air Handling units in process
2. Boilers cleaned and prepped for winter
3. Snow removal equipment prepped
4. Assembling new equipment for several labs

B. Ongoing Projects

1. Completed work requests at High School and Skill Center.
2. Lawn Mowing
3. Performed Preventive Maintenance on Scheduled Equipment

II. CUSTODIAL

A. Accomplishments

1. Routine Cleaning of the facilities.
2. Daily Building Sanitizing
3. Set up for events as scheduled
4. Daily sanitizing of specific areas due to students being ill and sent home

IV. SAFETY

1. Completed Fire drills for the Skill Center and High School.
2. Purchased floor mats for water stations in hallways